



ARKANSAS DEPARTMENT OF HUMAN SERVICES

DIVISION OF BEHAVIORAL HEALTH SERVICES (DBHS)

REQUEST FOR APPLICATION (RFA) – PREVENTION SERVICES PROGRAM (PSP)

PARTNERSHIP FOR SUCCESS (PFS)

DUE DATE: April 1, 2014

PARTNERSHIP FOR SUCCESS (PFS) PURPOSE:

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) awarded Arkansas a Strategic Prevention Framework Partnerships for Success cooperative agreements (SPF-PFS) sub-grant. The SPF-PFS is designed to address two of the nation's top substance abuse prevention priorities: 1) underage drinking among persons aged 12 to 20; and 2) prescription drug misuse and abuse among persons aged 12 to 25.

The SPF-PFS is intended to bring SAMHSA's Strategic Prevention Framework (SPF) to a national scale. It is an opportunity for Arkansas to acquire additional resources to implement the SPF process at the state and community levels and to promote the alignment and leveraging of prevention resources and priorities at the federal, state, and community levels.

The SPF-PFS program will build upon the experience and established SPF-based prevention infrastructures to address two of the nation's top substance abuse prevention priorities in communities of high need. The program is based on the premise that changes at the community level will lead to measurable changes at the state level overtime. By working together to foster change, states and their SPF-PFS funded communities of high need can more effectively begin to overcome the challenges underlying their substance abuse prevention priorities and achieve the goals of the SPF-PFS.

SPF-PFS grants are authorized under Section 516 of the Public Health Service Act, as amended. This announcement addresses Healthy People 2020 Substance Abuse Topic Area HP 2020-SA.

The expectations are to meet the goals of the SPF-PFS program, SAMHSA expects sub recipients to continue to use the SPF process at both the state and community levels. The SPF represents a five-step, data-driven process used to: assess needs (Step 1); build capacity (Step 2); engage in a strategic planning process (Step 3); implement a comprehensive, evidence-based prevention approach (Step 4); and evaluate implementation and related outcomes (Step 5). The use of the SPF process is critical to ensuring that states and their communities work together to use data-driven decision making processes to develop effective prevention strategies and sustainable prevention infrastructures.

PARTNERSHIP FOR SUCCESS (PFS):

SCOPE OF WORK: The state of Arkansas Department of Human Services, Division of Behavioral Health Services (DBHS) Prevention Section will address two prevention priorities, underage drinking and prescription drug abuse and misuse. It is believed a reduction will result from uniformed strategic efforts made by collaborating with various state agencies and community level groups and implementing various strategies. DHS/DBHS Prevention uniformed strategies and interventions

will include awareness/promotion, education, enforcement, environmental and evidence-based approaches.

The Arkansas SPF-PFS will serve youth/adolescents aged 12-25 who reside in counties that have high prevalence rates of substance abuse especially in underage drinking and prescription drug abuse and misuse. Each year, it is anticipated that at least 85% of the targeted population will be affected and/or reached from the implementation of the proposed strategies.

DBHS Prevention is collaborating with various state agencies and community organization to build relationships and a consensus with youth, parents, law enforcement, educators, faith-based, and business leaders to work together to address the negative consequences associated with alcohol use and prescription misuse and abuse. Fortunately, the movement toward discouraging underage drinking has been a focus with key stakeholders and raising awareness about prescription drug misuse and abuse is progressing; however there is a strong need for the state to continue expanding and enhancing its efforts to reach all populations and key sectors.

DBHS Prevention overall goal is to address the SAMHSA National Outcome Measures, the NOMS (Attachment H: SAMHSA NOMS) and through the PFS reduce opportunities for underage drinking and address the availability and access to alcohol by increasing the enforcement of existing laws of merchants who sell to youth and people who provide alcohol to underage youth while reducing community tolerance (including parents) for underage drinking. The inclusion of community-led prevention activities will build the capacities and skills of leaders and also promote healthy community and social norms against underage drinking. This enhancement will continue the SPF-SIG efforts of awareness in schools and in communities while addressing prescription drug abuse and misuse. With continued efforts and enhanced infrastructure, DHS/DBHS Prevention will have a larger impact in reducing underage drinking and prescription drug misuse and abuse. To address and implement the scope of work presented, DHBS Prevention will continue to utilize the Strategic Prevention Framework (SPF) process. (Attachment A: SPF Process)



FUNDING AVAILABILITY AND DISTRIBUTION: The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP), awarded \$1,766,772 for a five year project period renewable each year to Arkansas for the Strategic Prevention Framework Partnerships for Success sub-grant. A total of \$680,000/year will be available to PFS sub-recipient communities. Approximately seventeen (17) awards of \$40,000 will be made to selected sub-recipients located in high need communities with renewable each year for four years. (First year award amount of \$50,000, thereafter the amount to be awarded is \$40,000/year.)

PROJECT DURATION: Work will be done within the constraints of a sub grant with a proposed effective period of July 1, 2014 through June 30, 2015. The sub grant may be extended for up to 4 additional years, contingent upon approval by the Division/Office, review by the legislature, approved necessary funding, and all necessary federal reviews and approvals.

AWARDING OF SUB GRANT: The Division/Office may decline to enter into an agreement as a result of this RFA. If a sub grant is awarded, it shall be awarded to the respondent whose application is determined to be most advantageous to PFS based on the selection criteria. The

State is not liable for any cost incurred by any respondent prior to the issuance of any sub grant. The sub grant is subject to state approval processes including but not limited to approval by legislative review as well as federal agency oversight and is not valid until those processes are complete. The Division/Office reserves the right to award multiple applications. It is the intent of the State to award a sub grant as a solicited proposal should the State not receives a responsive and responsible response to the solicitation of an identified region.

LETTER OF INTENT TO APPLY: Eligible applicants that wish to apply are encouraged to send a letter expressing their intent to apply. (Attachment O: Letter of Intent To Apply) Send letter of intent by **Fax** to **501-686-9396** and by **Mail** to: DHS/DBHS Attn: Prevention Services, 305 S. Palm Street, Little Rock, AR 72205. Please submit the letter of intent no later than 4:30 on the date specified in Application Specifications. The purpose of the letter of intent is so that staff can adequately plan for the review process.

APPLICATION SUBMISSION AND DEADLINE INFORMATION: Applications must be physically complete and present at the DBHS **office no later than 12:00 noon on the specified due date** in the Application Specifications. Applications that do not meet this deadline requirement will **not** be considered for review. The application screening and review process officially begins upon receipt of the application in the DBHS office. All applications submitted for this sub-grant must be filed with both the State Clearinghouse and the appropriate local Clearinghouse (Attachment K: Listing of State and Area-wide Clearinghouses). A copy of the cover letters to the clearinghouses should be included in the appendices. **Late applications, those that submit less than the required (1) original and 10 copies, or applications that are not complete and/or properly collated by page number will not be reviewed.** A date and time stamp will be used to document receipt of applications. ***Electronic and/or faxed applications will NOT be accepted.***

Application Mailing/Delivery Information

One (1) Original and Ten (10) copies - Use the following address:

Submission By Mail:

Arkansas Department of Human Services
Division of Behavioral Health Services
Attn: Prevention Services
305 S. Palm Street
Little Rock, AR 72205

Submission By Shipping (FedEx, UPS, etc.) and/or Hand Delivery:

Arkansas Department of Human Services
Division of Behavioral Health Services
Attn: Prevention Services
4800 W. 7th Street
Little Rock, AR 72205

WHO IS ELIGIBLE:

To be eligible to receive this sub-grant, the applicant must meet the following requirements.

- Have administrative offices located in the prevention service area and/or region;

- Be a charitable or faith-based agency, local unit of government (including schools), public and/or private non-profit 501-(C) (3) service agency;

A religious or charitable organization is eligible to be a sub-grantee/contractor on the same basis as any other private or non-profit organization. The sub-grantee/contractor retains its independence from the State and local governments, including the contractor's control over the definition, development, practice, and expression of its charitable or religious beliefs. Except as provided by the federal law, Arkansas Department of Human Services, shall not interpret this sub-grant/contract to require a charitable or religious organization to alter its form of internal governance or remove religious art, icons, scripture, or other symbols. Furthermore, if a religious or charitable organization segregates the government funds provided under the sub-grant/contract, then only the financial assistance provided by these funds will be subject to audit. However, neither selection of a charitable or faith-based sub-grant/contract of social services nor the expenditure of funds under this sub-grant/contract is an endorsement of the contractor's charitable or religious character, practices, or expression. The purpose of this sub-grant/contract is the provision of social services; no State expenditures have as their objective the funding of sectarian worship, instruction, or proselytization.

- Be experienced in managing and providing services to the designated target populations and/or community and have the capability to implement the objectives identified in the sub-grant program guidelines. A description of current or past performance in providing services similar to those required by this RFA shall be addressed within the section of the organizational capability statement. Previously funded Strategic Prevention Framework-State Incentive Grant (SPF-SIG) organizations will be given preference; and
- Be competent in the culture of those who will be served. The applicant organization should have a documented history of positive programmatic involvement with the population to be served. The management of the organization should have training in gender/age/cultural competence and collaborating with people who are familiar with, or who are themselves members of the target population/community. If an organization is providing services to multi-linguistic populations, there should be multi-linguistic resources, including use of skilled bilingual and bicultural individuals whenever a significant percentage of the target population/community is more comfortable with a language other than English. It should be demonstrated that strategies and products such as audio-visual materials, PSA's, training guides and print materials to be used in the project are gender/age/culturally appropriate for the population to be served. Program evaluation methods and instrument(s) should be appropriate to the population being served. The applicant should document in the application that the organization understands the cultural aspects of the community and explain in detail how cultural competency will contribute to the program's success and avoid pitfalls;
- Current funded Drug Free Communities (DFC) who are receiving funding from SAMHSA **are not** eligible to apply for these funds (PFS); and
- Current funded Regional Prevention Providers (RPP) who are receiving Substance Abuse Prevention and Treatment (SAPT) funding from DHS/DBHS **are not** eligible to apply for these funds (PFS).
- Must serve High Need Communities, Counties, and or Regions above the State Rate for Underage Drinking and/or Prescription Drug Abuse and Misuse.
- Special consideration will be given to applicants of Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP) special

populations such as military families, LGBTQ, and faith-based organizations in high need communities.

SUB-RECIPIENT POST AWARDS REQUIREMENTS:

- ☐ Applicant's Application Scored – 70% or above (70 Points OUT OF 100 Points)
(Attachment N: Rating/Scoring Criteria)
- ☐ Applicant Must Agree to Mandatory Reporting –Monthly, Quarterly, and Annually
(Reporting Forms and Formats will be provided)
- ☐ Applicant Must Agree to Mandatory Trainings/Workshops (Mandatory trainings will be determined by DBHS/PFS Staff)
- ☐ Applicant Must Agree to enroll and complete Prevention Certification
- ☐ Applicant Must Agree to Utilizing the Center For Substance Abuse Prevention (CSAP) Strategies and the SPF Process (Attachment B: CSAP Strategies)
- ☐ Applicant Must Agree to mandatory collaboration with other PFS sub-recipients including the Regional Prevention Providers and DBHS Prevention funded providers (Attachment I: Prevention Directory)
- ☐ Applicant Must Agree to utilize the required PFS Media/Social Networking Vendor
- ☐ Applicant's Proposed Budget Maximum is \$40,000/Year
 - Maximum Stipend Amount Up to \$4,500/Year
 - Required Amount for Media/Social Marketing Campaign \$22,500/Year
- ☐ Applicant Is Required To Complete and Accomplish The Following
 - Conduct a Community Assessment including community/organizational readiness
(Attachment F: Stages of Community Readiness)
 - Develop a Community Mobilization/Capacity Building Plan
 - Develop an Implementation Plan with Action Steps
 - Develop an Evaluation Plan
 - PFS Comprehensive Strategic Plan and Sustainability Plan
 - Implement the Comprehensive Strategic Plan
 - Implement the Sustainability Plan

REQUEST FOR APPLICATION (RFA)/ BUDGET-FINANCIAL SECTION REQUIREMENTS:

- ☐ Application Abstract Page – (Form Attached)
- ☐ Application Cover Page – (Form Attached)
- ☐ Application Narrative Section– (See Below)
- ☐ Budget Summary Form (Form Attached)
- ☐ Line Item Detailed Budget Justification Form (Form Attached)
 - Electronic Budget Summary/Line Item Detailed Budget Justification will be required if awarded
- ☐ Form SF 424 (Form Attached)
- ☐ Contract and Grant Disclosure/Certification (Form Attached)
- ☐ Copy of Letters to State/Regional Clearinghouses
- ☐ List of Board Members/Officers (Indicate Sectors)
- ☐ Application Checklist – (Form Attached)

APPLICATION NARRATIVE SECTION

Applicant-Project Assessment (3 Page Limit): Applicants must describe how they will accurately assess their substance abuse-related problems using epidemiological data provided in the State Epi Profiles, as well as other local data. The epidemiological data must identify the magnitude of the problem to be addressed, where the problem is greatest, and intervening variables, which may include risk and protective factors associated with the problem. (Attachment L: Intervening Variables) Applicants must also provide a process by which they will identify community assets and resources, gaps in services and capacity and readiness to change. For the purpose of this RFA, "community" is defined as: People with a common interest living in a defined area. For example, a neighborhood, town, part of a county, county, school district, congressional district or regional area. **15 Points**

- ☐ Describe the community you will be serving with the SPF-PFS project. (Attachment C: Regional Map) Formalize the community problem statement and indicated the targeted count(ies) to be served. The community description should also include the following:
 - A description of the geographic area to be served and engaged in the SPF process, including the rationale for your selection. Include a very specific description of the boundaries of the geographic area you plan to serve. Please include the name of the county/counties in which your target area is located and the region number. Include the name(s) of school district(s) and town(s) that lie within your geographic boundaries.
 - A description of the demographics information including number and ages of youth, race/ethnicity, and socioeconomic composition of the targeted community. Identify any socioeconomic factors, risk and protective factors that play a significant role in your community.
 - The community description must include data found in the Statewide Epidemiological Profile/Regional Profile of Substance Abuse as well as other identified sources for localized data such as the 2013 Arkansas Prevention Needs Assessment (APNA). (APNA Website: www.arkansas.pridesurveys.com Archival Risk Factors and State Epidemiological Website: www.preventionworksar.com (Attachment D: Youth Who Used Alcohol in the Past 30 Days; Attachment E: Youth Who Used Prescription Drugs in the Past 30 Days)
 - The community description must include identified resources (federal, state, local) in the community and/or within the targeted area that may be used toward the intervening variables which facilitate underage alcohol use and/or prescription drug misuse and abuse. Describe how these resources will support the project efforts.

Organizational Capacity (3 Page Limit): This initiative requires a focused effort to reduce the problem indicators; youth/adolescents aged 12-25 who reside in counties that have high prevalence rates of substance abuse especially in underage drinking and prescription drug abuse and misuse, with an expectation of eventual community wide impact that is measurable. Capacity should be conceptualized as those organizations and individuals who have made a commitment to contribute in meaningful ways to the proposed efforts. Engagement of key stakeholders at the state and community levels is critical to plan and implement successful prevention activities that will be sustained over time. Key tasks may include, but are not limited to, convening leaders and stakeholders; building coalitions; training community stakeholders, coalitions, and service providers; organizing agency networks; leveraging resources; and

engaging stakeholders to help sustain the activities. Applicant must demonstrate its organizational capacity to implement PFS. Applicant must indicate if previously funded by DBHS-SPF-SIG and experienced SPF-SIG staff/volunteers as well as discuss the existing partnerships and collaborative efforts. **30 Points**

- ☐ Describe the Organization's Background, History, Mission, List organization members/officers/stakeholders and sectors represented and Organizational Structure.
- ☐ Describe the Organization's Experience in Planning and Management Implementing Programs, Strategies, Activities, and/or strategic planning process (especially in the areas of reducing underage drinking and prescription drug abuse).
- ☐ Describe the Organization's Current Capacity to impact community level indicator changes and to plan and implement programs and strategies. Including a description of capacity building activities such as completion of community readiness study, needs assessment, strategic planning activities, community events.
- ☐ Describe any training and capacity building needed by your organization to ensure program success such as strengthening collaborators, staff/volunteer training, appropriate data and financial systems, etc.
- ☐ Discuss and illustrate the organization's collaborative efforts and/or established partnerships that exist to assist with the PFS implementation.

Organizational Planning Approach (3 Page Limit): The Strategic Prevention Framework (SPF) model employs a public health approach that focuses on achieving *population-level* outcomes. In instituting the SPF process, Arkansas continues to transform from a focus on services to individuals or small groups of consumers to population-based approaches that view community wellbeing as the of outcome measurement, and from agency-centered services to coordinated, multi-sector systems approaches that use evidence-based practices/CSAP strategies to achieve change. (Attachment B: CSAP Strategies) The applicant must depict their planning approach for achieving productive and positive outcomes. **25 Points**

- ☐ Describe how the organization will engage Key Stakeholders and Community Sectors.
- ☐ Describe how the organization will ensure Cultural Competence through all phases of the planning process.
- ☐ Describe how the organization will enhance and improve the existing prevention infrastructure and community readiness.
- ☐ Discuss how the PFS funds will be benefit the proposed targeted area (Tell A Story)
- ☐ Discuss the proposed strategies, activities, and/or best practices-approaches that will be utilized to address underage drinking and/or prescription drug abuse and misuse (Tell A Story)

Project Implementation Plan (2 Page Limit) To prevent the onset and prevent/reduce the problems associated with the use of alcohol, tobacco, and other drugs, sub-recipients will work from a theory of change that is supported through research. Research has shown changing population behavior requires targeting resources to issues influencing that behavior (intervening variables, or risk or causal factors). Once the issues have been identified, a comprehensive set of state and community evidence-based strategies/approaches can be identified, selected, and implemented. Achieving significant, population-based behavior change requires more than just making a positive impact on the underlying conditions (i.e., risk and protective factors); it requires significant and measurable reductions in the *causal* factors related to substance abuse. Applicants must provide a proposed implementation plan to reflect comprehensive planning. **20 Points**

- ☐ Provide a Timeline and Action Steps with responsible parties to reflect actions and duties related to the Strategic Prevention Framework process for addressing underage drinking

and/or prescription drug abuse and misuse. Below are items to include in the development of the timeline and action steps.

- Creation and establishment of collaborative partnerships;
- Conducting additional assessment of community needs and resources;
- Analyzing the problem and developing future goals;
- Analyzing information about the problem, goals; and factors affecting them; engaging key stakeholders;
- Understanding and the development of a theory of change and logic model approach;
- Developing a comprehensive strategic plan;
- Building consensus and engaging in a process that brings diverse cross-section of community
- Developing and/or identifying interventions; and
- Advocating for change; influencing policy; implementing effective interventions; and sustainability

Project Evaluation (2 Page Limit) – Evaluation is a critical component of PFS planning and implementation. Time should be allotted for determining effectiveness. Evaluation is key to saving time, energy, and funding on programs and strategies that are not having the desired effect or outcome. Evaluations can assist with determining whether to continue an approach, identify areas of improvement, pinpointing what is working well and replicating effective approaches. **10 Points**

- Describe how your organization plans to work with state-level evaluators to collect data on effectiveness of your efforts. This section should include the following information:
 - Program or agency staff, including the evaluator (if applicable), who will work with the designated evaluators.
 - Discuss how staff will work with the evaluator, including specific evaluation tasks, data collection tasks, and the dedication of staff time.
 - Discuss current gaps or challenges evaluating your efforts that you would like assistance in addressing.

BUDGET-FINANCIAL SECTION REQUIREMENTS:

The Narrative Budget Justification should specify how sub-grant funds will be spent, why these costs are justified and necessary to conduct the proposed program, and that the costs are reasonable and appropriate. Allowable costs are limited to costs necessary to the implementation of proposed program development.

The following costs should be taken into consideration:

A stipend up to \$4,500 may be paid to project leader(s) for services involving reporting and logistical planning. The total amount for stipends cannot exceed \$4,500. This will be reportable income for the person(s). Include resume of the selected/designated project leader(s). Equipment is limited to following items – Lap Top/Desktop Computer, Tablet, Digital Camera, Printer, and projector and allowable in the first year only.

Project leader(s) will be required to attend a one day workshop in Little Rock at the start of the grant and attend additional trainings/workshops related to the project. In addition, budgets should include at least one representative attendance and registration for CADCA Mid-Year Training. (This training will be required each year. Please note that scholarship maybe available

from CADCA.) And include costs associated with the enrollment and completion of the prevention certification process.

Additional allowable costs include, but are not limited to the following:

- Minimal food costs for meetings and trainings,
- Travel/Registration cost for attending trainings/workshops/certification (state, regional, and national),
- Mileage Cost for attending trainings/workshops/certification (state rate .42/mile)
- Media/Marketing campaign supplies including marketing/promotion materials,
- Operating costs such as office supplies, postage, equipment (items under \$2500), cell phone plans, and
- Cost associated with specific projects for PFS (The nature of the project must align with the implementation plan. All PFS projects and associated costs will be reviewed and approved by project officer).

Budget costs should include at least \$22,500 in a restricted line item for Advantage Communications Inc. for local/statewide media/marketing development and implementation,

Applicants are not allowed to include Indirect Cost in the budget. Under the PFS sub grant, Indirect Cost is not allowable. The PFS allowable eligible expenditures are limited to project directed related costs.

The applicant must provide a detailed line item budget that shows the computation used to arrive at line item amounts and meets the test of "reasonableness." Every item must be of reasonable cost and must meet the guidelines found in the Alcohol and Drug Abuse Prevention Rules of Practice and Procedure. Please check computation for accuracy. The applicant must also provide a budget summary, W-9, and Standard Form 424. (See Attachments Request For Application Forms)

It is important that the applicant's budget request be reasonable and appropriate to the level of effort proposed. The applicant should consider cost factors related to how often the group will meet and the intensity of services. A letter of commitment from the agency serving as fiscal agent if different from the applicant is required with this application.

Note: Monthly Billing Reimbursements of project expenditures are contingent upon receiving documentation from the adult leader and/or fiscal agent.

APPLICATION EVALUATION CRITERIA-100 POINTS MAXIMUM:

- | | | |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | Maximum 15 Points: | PFS-Project Assessment |
| <input type="checkbox"/> | Maximum 30 Points: | Organizational Capacity |
| <input type="checkbox"/> | Maximum 25 Points: | Organizational Planning Approach |
| <input type="checkbox"/> | Maximum 20 Points: | PFS-Project Implementation Plan |
| <input type="checkbox"/> | Maximum 10 Points: | PFS-Project Evaluation Plan |
| <input type="checkbox"/> | No Points: | Budget Narrative Justification/Line Item Detailed |

FORMAT PROTOCOLS (REQUIRED):

- ☐ Original and Ten (10) copies
- ☐ The original application is designated **Original**
- ☐ Page numbering sequence is continuous throughout the application
- ☐ Signatures (Blue Ink) are on all the required forms of the application marked "Original"

- ☐ Application Must Include a Table of Contents
- ☐ Applications are bound by staple or binder clip
- ☐ The applicant must abide by the page limitations
- ☐ Narratives must be in a minimum of 12 point font
- ☐ Narratives should be single –spaced and One-sided
- ☐ Insert a header or footer that identifies the applicant name, page number and the sub grant name. All pages are to be sequentially numbered (1, 2, 3...) at the bottom or top of each page, including budget pages, forms, and appendices or attachments.
- ☐ The applicant shall utilize the provided application forms

Note 1: Failure to adhere to prescribed instructions, technical requirements, format, or proposal content may result in disqualification (rejection) of the proposal.

Note 2: Each application should be prepared simply and economically, providing a straightforward, clearly organized, and concise response by the respondent to the requirements of the RFA. Emphasis should be on completeness, clarity of content, and ease of use for the reviewers/evaluators. The applicant shall not include promotional materials in the application or with the application package.

APPLICATION SPECIFICATIONS:

- ☐ Availability of Fund Notice **February 21, 2014**
- ☐ **Letter of Intent due date March 7, 2014 to DBHS no later than 4:30 p.m.**
- ☐ **All completed applications must be returned to DBHS no later than 12:00 Noon on due date of April 1, 2014 (No applications will be accepted after this deadline)**
- ☐ Staff reviews and Peer Reviewers to be completed on or about **April 14, 2014**
- ☐ Forward recommendations to Coordinating Council/Treatment and Prevention Committee for approval on or about **April 17, 2014**
- ☐ Forward recommended application to DHS/CSS for Authorizations and Approvals on or about **May 1, 2014**
- ☐ Recommended applications will be forwarded to Legislative Council for Review and Approval on or about **June/July, 2014**
- ☐ Sub-Grant Award period will be **July 1, 2014** through **June 30, 2015**

SELECTION PROCEDURES:

Applicant's Responsibilities. Applicants must show they are capable of implementing the proposed prevention programming by responding to all of the areas outlined in this application package. Applications that are incomplete or that do not follow the designated format will be declared ineligible for forwarding for further review. A **CHECKLIST** has been provided to assist with completing and assembling the application (See Attachments Request For Application Forms).

DBHS Staff's Responsibilities. Each application meeting the deadline will undergo a staff review regarding technical compliance. This review determines whether or not the proposal is appropriately responsive to the Request for Application (RFA) technical requirements (e.g., met the deadline date, included a freestanding abstract, submitted an original and correct number of copies, budgeted costs appropriate for replicating the evidence-based program; pages appropriately numbered and properly collated, and included all required items in the correct order; etc.).

Applications that fail to meet the Technical Review are removed from the review process, and letters are sent to applicant agencies stating the reason(s) for this action.

Reviewer's Responsibilities. Applications that meet the Technical Review are forwarded for an in-depth review by a Peer Review process to determine the worthiness of the response to the RFA. During this review, if an application is not deemed worthy of further consideration, it will be removed from the process and a letter of explanation will be sent to the applicant agency. Applications recommended for further consideration are forwarded to the Treatment and Prevention Committee of the Alcohol and Drug Abuse Coordinating Council for further review.

Treatment and Prevention Committee Responsibilities. The Committee if required will review all application scoring computation and/or application. Upon review, the Committee determines whether or not to recommend the application for further consideration to the Coordinating Council.

Coordinating Council Responsibilities. The Treatment and Prevention Committee presents their recommendations to the Coordinating Council which then makes the final decision on which proposals will be funded. DBHS staff if needed must then negotiate proposed programmatic and/or budget issues prior to placing the application in the award process.

APPLICATION RESOURCES/ATTACHMENTS:

- ☐ Attachment A: Strategic Prevention Framework (PFS) Process
- ☐ Attachment B: Center for Substance Abuse Prevention (CSAP) Strategies
- ☐ Attachment C: Regional Map
- ☐ Attachment D: Percentage of Arkansas Youth In Grades 6, 8, 10, and 12
Who Used Prescription Drugs in the Past 30 Days by County APNA 2012 Map
- ☐ Attachment E: Percentage of Arkansas Youth In Grades 6, 8, 10, and 12
Who Used Alcohol in the Past 30 Days by County APNA 2012
- ☐ Attachment F: Community Readiness Stages
- ☐ Attachment G: Sample Agreement-Fiscal Agent
- ☐ Attachment H: National Outcome Measures (NOMs)
- ☐ Attachment I: Prevention Directory
- ☐ Attachment J: Prevention Data Sources and Websites
- ☐ Attachment K: State/Regional Clearinghouse Listing
- ☐ Attachment L: Intervening Variables
- ☐ Attachment M: Prevention Glossary/Definitions
- ☐ Attachment N: PFS-RFA Scoring Guide (To Be Posted)
- ☐ Attachment O: Letter of Intent
- ☐ Request For Application Forms:
 - Application Abstract Page
 - Application Cover Page
 - Application Checklist
 - Budget Summary Form
 - PFS Work Assurance and Certification
 - Line Item Detailed Budget Justification Form
 - SF 424 Form
 - Contract and Grant Disclosure/Certification
 - Lobbying Disclosure Form
 - W-9 Form